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OCCUPATIONAL OUTLOOK

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MENDOCINO COUNTY

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1996

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PREPARED BY THE

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MENDOCINO PRIVATE INDUSTRY COUNCIL INC.

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CHAPTER 1

INTRODUCTION

INTRODUCTION

INTRODUCTION TO OCCUPATIONAL SUMMARIES

The information presented here was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Mendocino Private Industry Council Inc., with assistance from the California State Employment Development Department (EDD), prepared this report. Questions regarding this report should be directed to the Mendocino Private Industry Council, Inc. (MPIC).

Information in the Occupational Summaries portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions	Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.
Program Planning	This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
Curriculum Design	Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
Economic	Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
Program Marketing	Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
Human Resource Management	Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Following are descriptions of each section of the Occupational Summaries :

Definition of Occupation:

The titles and definitions are based on the Occupation Employment Statistics (OES) dictionary published by the Bureau of Labor Statistics, updated for California as of July 1993.

Occupational Data :

Employment Trends: Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years in the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1993 - 2000, available from the Employment Development Department. The average expected growth rate for Mendocino County is 13.0%. The terms used to describe the expected growth rate for each occupation are defined as follows:

Much faster than average - 19% or more

Faster than average - 15% to 18%

Average - 12% to 14%

Slower than average - 11% or less

No significant change or remain stable

Decline

Size of Occupation: This term is used for a particular occupation as it relates to its estimated number of workers in the county. Occupational size in Mendocino County is measured using the following scale:

Small = 41 or less

Large = 86 - 187

Medium = 42 - 85

Very Large = 188 or more

Wages:

The wage data enables comparison of salaries across occupations in salary range and median wage. Data is not intended to represent official prevailing wages. The ranges are based on employer surveys, with extreme answers excluded.

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|----------------------------|---|--|
| New Hires, no experience | - | The wages of persons trained but with no paid experience in the occupation. |
| New Hires, experience | - | The starting wage paid to journey-level or experienced persons just starting at the firm. |
| Experienced, after 3 years | - | The wages generally paid to persons with three years' journey- level experience at the firm. |

Benefits:

Non wage benefits offered to employees in the occupation.

Hours:

The hours represent a typical workweek.

Supply/Demand Assessment:

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area currently are defined as:

- | | | |
|--------------------|---|---|
| Very Difficult | - | Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. |
| Somewhat Difficult | - | Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. |
| A Little Difficult | - | Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. |
| Not Difficult | - | Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. |

Recruitment Resources:

This lists the ways employers recruit for new employees in this occupation.

Job Entry Skills, Training, Experience and Other Requirements:

This indicates certification, licensing requirements (if any), education, training and experience requirements, and job skills or other qualifications that are required or preferred according to those employers surveyed. When reference is made to most, many, or some, the following guidelines apply

Almost all employers	More than 75% of the survey respondents;
Most employers	51%- 75% of the survey respondents;
Many employers	35% - 50% of the survey respondents;
Some employers	10% - 34% of the survey respondents
Few employers	Less than 10% of the survey respondents

CODES

DOT CODES

Provides the code, title and trailer definitions from the Dictionary of Occupational Titles (published by the Department of Labor) that relates to the occupation.

SPECIFIC VOCATIONAL PREPARATION

Specific Vocational Preparation (SVP) codes are developed by the Department of Labor Employment Training Bureau to provide reasonable estimates of the time it takes for a person to become proficient in an occupation. SVP is comprised of the amount of time required to learn the techniques, acquire information, and to develop the facility for average performance in specific job-worker situations. This training may be acquired in school, work, military, institutional or vocational training environment. Again, this is the time it takes to become proficient, not necessarily the time it takes to provide basic training through classroom or on the job training. A person may spend one year in training and then obtain one year's experience for a total of two years to become proficient. The *level number* corresponds to the Scale of Specific Vocational Preparation Time as follows:

<u>Level</u>	<u>Scale of Specific Vocational Preparation Time</u>	<u>Level</u>	<u>Scale of Specific Vocational Preparation Time</u>
1	Short Demonstration Only	5	Over 6 months up to and including 1 year
2	Anything beyond short demonstration up to and including 30 days	6	Over 1 year up to and including 2 years
3	Over 30 days up to and including 3 months	7	Over 2 years up to and including 4 years
4	Over 3 months up to and including 6 months	8	Over 4 years up to and including 10 years
		9	Over 10 years

GENERAL EDUCATION DEVELOPMENT (GED)

General Educational Development (GED) embraces aspects of education (formal and informal) which contribute to the worker's: reasoning development and ability to follow instruction; acquisition of mathematical skills; and acquisition of language skills.

Reasoning Development

- Level 6:** Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, figures, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Comprehend the most abstruse classes of concepts.
- Level 5:** Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
- Level 4:** Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Level 3:** Apply common-sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations
- Level 2:** Apply common-sense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.
- Level 1:** Apply common-sense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.

Mathematical Development

- Level 6:** **Advanced Calculus:** Work within limits, continuity, real number systems, mean value theorems, and implicit function theorems,
- Modern Algebra:** Apply fundamental concepts of theories of groups, rings, and field. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables.
- Statistics:** Work with mathematical statistics, mathematical probability and applications, experimental design, statistical interference, and econometrics.
- Level 5:** **Algebra:** Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorem, and permutations.
- Calculus:** Apply concepts of analytic geometry, differentiation's and integration of algebraic functions with applications.

GENERAL EDUCATION DEVELOPMENT (GED) Cont.

	<u>Statistics:</u>	Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis.
Level 4:	<u>Algebra:</u>	Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference.
	<u>Geometry:</u>	Deductive axiomatic geometry, plane and solid; and rectangular coordinates.
	<u>Shop Math:</u>	Practical application of fractions, percentages, ration and proportion, measurement, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry. Compute discount, interest, profit and loss; commission, markup, and selling price; calculate surfaces, volumes, weights, and measures.
Level 3:	<u>Algebra:</u>	Calculate variables and formulas; monomial and polynomials; ration and proportion variables; and square roots and radicals.
	<u>Geometry:</u>	Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles and properties of pairs of angles.
Level 2:	Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar figures. Perform arithmetic operations involving all American monetary units.	
Level 1:	Add and subtract two-digit numbers. Multiply and divide 100's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.	

Language Development

Level 5&6	<u>Reading:</u>	Read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.
	<u>Writing:</u>	Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.
	<u>Speaking:</u>	Conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, discussion and debate.
Level 4:	<u>Reading:</u>	Reading novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.
	<u>Writing:</u>	Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
	<u>Speaking:</u>	Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.
Level 3:	<u>Reading:</u>	Read a variety of novels, magazines, atlases, and encyclopedia. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

GENERAL EDUCATION DEVELOPMENT (GED) Cont.

Level 2	<u>Writing:</u>	Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.
	<u>Speaking:</u>	Speak before an audience with poise, voice control, and confidence using correct English and well-modulated voice.
	<u>Reading:</u>	Passive Vocabulary of 5,000 - 6,000 words. Read at a rate of 190 - 215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes.
	<u>Writing:</u>	Write compound and complex sentences, using cursive styles, proper end punctuation, and employing adjectives and adverbs.
Level 1	<u>Speaking:</u>	Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.
	<u>Reading:</u>	Recognize meaning of 2,500 (two- or three-syllable) words. Read at rate of 95 - 120 words per minute. Compare similarities and differences between words and between series of numbers.
	<u>Writing:</u>	Print simple sentences containing subject, verb, and object, and series of numbers, names, and addresses.
	<u>Speaking:</u>	Speak simple sentences, using normal word order, and present and past tense

GUIDE FOR OCCUPATIONAL EXPLORATION (GOE)

The Guide for Occupational Exploration (G.O.E.) is a system of classifications designed to assist counselors and individuals to realistically assess their abilities in relation to job requirements. The codes mean the following:

01:	<u>Artistic</u>	Interest in creative expression of feelings or ideas.
02:	<u>Scientific</u>	Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.
03:	<u>Plants/Animals</u>	Interest in activities involving plants and animals, usually in an outdoor setting.
04:	<u>Protective</u>	Interest in the use of authority to protect people and property.
05:	<u>Mechanical</u>	Interest in applying mechanical principles to practical situations, using machines, hand tools or techniques.
06:	<u>Industrial</u>	Interest in repetitive, concrete, organized activities in a factory setting.
07:	<u>Business Detail</u>	Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting
08:	<u>Selling</u>	Interest in bringing others to a point of view through personal persuasion, using sales and promotion techniques.
09:	<u>Accommodating</u>	Interest in catering to the wishes of others, usually on a one-to-one basis.
10:	<u>Humanitarian</u>	Interest in helping others with their mental, spiritual, social, physical, or vocational needs.
11:	<u>Leading-Influencing</u>	Interest in leading and influencing others through activities involving high-level verbal or numerical abilities.
12:	<u>Physical Performing</u>	Interest in physical activities performed before an audience.

APTITUDES

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the ten aptitudes, followed by the tests used to measure by each aptitude.

G	Intelligence	General Learning Ability. (based upon a weighted combination of subtests 05, 08, 10). The ability to “catch on” or understand instruction and underlying principles; the ability to reason and make judgments. General Learning Ability is closely related to doing well in school.
V	Verbal Aptitude	(based upon the subtest 10) The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meaning of whole sentences and parafigures.
N	Numerical Aptitude	(based upon the weighted combination of subtests 06 and 08) The ability to perform arithmetic operations quickly and accurately.
S	Spatial Aptitude	(based upon subtest 05) Ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movement of objects in space.
P	Form Perception	(based upon a weighted combination of subtests 01 and 02) Ability to perceive pertinent detail in objects in pictorial or figureic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
Q	Clerical Perception	(based upon subtest 03) Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy. To proofread words and numbers, and to avoid perceptual errors in arithmetic computations. A measure of speed of perception which is required in many industrial jobs even when the job does not have verbal or numerical content.
K	Motor Coordination	(based upon subtest 11) Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.
F	Finger Dexterity	(based upon subtest 07) Ability to move finger, and manipulate small objects with fingers, rapidly or accurately.
M	Manual Dexterity	(bases upon subtest 09 and SAGE) Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.
E	Eye-Hand-Foot Coordination	(based upon subtest 04 & SAGE) Ability to move the hand and food coordinately with each other in accordance with visual stimuli.
C	Color Discrimination	(based upon SAGE) Ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

SUBTESTS

01	Object Identification	05	Pattern Visualization	09	Manual Dexterity
02	Abstract Shape Matching	06	Computation	10	Word Meaning
03	Clerical Perception	07	Finger Dexterity	11	Eye Hand Coordination
04	Eye-Hand-Food Coordination	08	Numerical Reasoning	SAGE	System of Assessment & Group Evaluation
					Introduction 1-8

STATEMENT OF PROGRAM METHODS

Occupational Selection:

The following process was used to select the occupations to be included in this study. Initially criteria were identified by the Mendocino Private Industry Council staff to narrow down the list of occupations to be studied. The criteria were:

That the occupation must be defined by the OES classification system;

That the occupation must require training for entry;

That the occupation typically require two years or less of training;

That the potential salary level was \$5.00 per hour or more;

That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;

That the occupation have a substantial employment base in the county or a need has been established for information on a changing industry;

For the last two criteria occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, social service organizations and rehabilitation organizations. From the input of these organizations, occupations were dropped and others added and a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

Definition Of Occupation :

An occupation is the name or title of a job that identifies the various activities and functions of a worker, i.e., occupations represent what workers do. The method for classifying jobs used in this report is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

Survey Sample Collection:

After the occupations were selected and defined an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups which contain detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they produce.

EDD staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a registered nurse would generally work for a firm classified in the health services category, whereas a secretary may be scattered across several industries--health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by MPIC staff and employers were added and deleted, as appropriate, to obtain a sample of 30 employers, except for the occupations where 30 employers could not be found in Mendocino County.

Questionnaire Development:

A questionnaire was developed for each of the occupations by EDD. This year a standard questionnaire and a list of skills was used for all occupations. (See attached 2-4)

Survey Procedures:

MPIC used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. This involved use of the telephone book and the City Directory. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified.

Often employers were called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.

Survey Procedures (cont.): -

Questionnaires were then mailed out to the employers.

Employers not responding within a stated response time were contacted by phone to encourage them to return the questionnaire and were given the opportunity to complete the questionnaire by telephone, if preferred, at that time or to be called back at a time they designated.

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All surveys were reviewed by the LMI coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers or information obtained about the occupation.

In addition to contacting employers, the MPIC staff gathered information from training providers to learn more about a specific occupation.

Tabulations and Results:

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD, with the exception of skill data. From those tabulations the data were analyzed and the final occupational summaries were prepared by MPIC staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and benefits, and other information. Specific employer information is and will remain strictly confidential.

ALPHABETICAL LIST OF OCCUPATIONS

OCCUPATION	PAGE NUMBER
Automotive Mechanics	4 - 1
Bakers - Bread and Pastry	4 - 2
Child Care Workers	4 - 3
Counter and Rental Clerks	4 - 4
First Line Supervisors and Manager/Supervisors - Sales and Related Occupations	4 - 5
Food Preparation Workers	4 - 6
Food Service Managers	4 - 7
General Office Clerks	4 - 8
Human Service Workers	4 - 9
Instructional Aides	4 - 10
Licensed Vocational Nurses	4 - 11
Maintenance Repairers - General Utility	4 - 12
Numerical-Control Machine -Tool Operators and Tenders - Metal and Plastic	4 - 13
Sheet Metal Workers	4 - 14
Teachers - Elementary School	4 - 15
Traffic, Shipping and Receiving Clerks	4 - 16
Truck Drivers - Heavy or Tractor Trailer	4 - 17
Welders and Cutters	4 - 18

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OCCUPATIONAL OUTLOOK TABLES

AUTOMOTIVE MECHANICS

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists. OES 853020

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.75	\$ 6.00	\$ 11.75
New Hires - Experienced	\$ 6.00	\$ 10.00	\$ 14.25
Experienced 3 Years with Firm	\$ 7.00	\$ 13.50	\$ 19.18

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	92%	N/A	Paid Sick Leave	33%	N/A
Dental Insurance	42%	N/A	Paid Vacation	100%	N/A
Vision Insurance	17%	N/A	Retirement Plan	42%	N/A
Life Insurance	42%	N/A	Child Care	8%	N/A

HOURS

Full Time	97%	Temporary/On Call	0%
Part Time	3%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced or inexperienced qualified applicants.

GENDER

Female	0%	Male	100%
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RECRUITMENT

Most firms recruit via newspaper ads and employees' referrals. Some hire unsolicited applicants, use the Employment Development Department, public school or program referrals or in-house promotions or transfers.

MAJOR EMPLOYING INDUSTRIES:

New & Used Car Dealers, Gasoline Service Stations, Automotive Transmission Shops, General Automotive Repair Shops

California Occupation Guide	24	DOT Codes	620.261-010 Automobile Mechanic	620.281-026 Front End Mechanic	620.281-026 Brake Repairer
Assessment Codes	GED: R4 M3 L3	GOE Code: 05.05.09	Aptitudes: G3 V3 N4 S2 P3 Q4 K3 F3 M2 E4 C4	SVP: 5	Interests: Mechanical

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Writing skills	2.9	Willingness to work overtime	2.2
Verbal communication skills	2.9	Participate in drug testing	1.8
Ability to work as part of a team	2.9	Willingness to work weekends	1.7
Basic math skills	2.7	Work temporary or seasonal	1.1
Ability to work independently	2.7	Willingness to work part-time	1.1
Ability to perform routine, repetitive work	2.6	Willingness to nights	1.1
English grammar and spelling skills	2.5	Willingness to work on-call	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.8	Problem solving skills	2.9
Stand continuously for 2 or more hours	2.5	Attention to detail	2.8
Ability to lift at least 50 lbs	2.5	Good DMV driving record	2.7
Do strenuous, physically demanding work	2.3	Ability to work under pressure	2.5
Pass pre-employment medical exam	2.1	Ability to handle crisis situations	2.3
Ability to lift at least 100 lbs	1.5	Organizational/time mgmt skills	2.1
Sit continuously for 2 or more hours	1.2	Record keeping skills	1.7
		CPR and first aid techniques	1.7
		Plan/organize the work of others	1.5
		Supervisory skills	1.3
		Multi-cultural familiarity	1.3

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Emission Diagnostics, Electrical Diagnostics, Lab Scope Diagnostics, knowledge of computers in vehicles.

EDUCATION

Almost all recent hires have a high school education or equivalent. Some recent hires have some college but have not received a degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	40%	40%	13%	7%
Training Substituted for Exp.	13%	27%	60%	0%

Firms requiring experience prefer an average of one to three years experience in this occupation.

BAKERS - BREAD AND PASTRY

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods. OES 650210

OCCUPATIONAL FORECAST

Size in year 2000	Medium	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.00	\$ 6.50	\$ 9.00
New Hires - Experienced	\$ 6.00	\$ 7.94	\$ 10.00
Experienced 3 Years with Firm	\$ 8.00	\$ 9.85	\$ 15.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	83%	50%	Paid Sick Leave	50%	67%
Dental Insurance	67%	50%	Paid Vacation	100%	67%
Vision Insurance	50%	33%	Retirement Plan	50%	50%
Life Insurance	67%	50%	Child Care	17%	17%

HOURS

Full Time	57%	Temporary/On Call	0%
Part Time	43%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is very difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

GENDER

Female	31%	Male	69%
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RECRUITMENT

Almost all firms recruit from current employees' referrals. Most use in-house promotion or transfer. Many use private school referrals or recruit via newspaper ads. Some hire unsolicited applicants, or use the Employment Development Department or union hall referrals

MAJOR EMPLOYING INDUSTRIES:

Grocery Stores, Groceries & Related Products, Retail Bakeries, Eating Places

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to perform routine, repetitive work	3.0	Willingness to work weekends	2.8
Ability to work independently	3.0	Willingness to nights	2.6
Ability to work as part of a team	2.8	Willingness to work part-time	2.6
Verbal communication skills	2.8	Participate in drug testing	2.2
Basic math skills	2.4	Willingness to work on-call	2.2
English grammar and spelling skills	2.4	Willingness to work overtime	2.2
Writing skills	2.0	Work temporary or seasonal	1.8
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	3.0	Attention to detail	2.8
Ability to lift at least 10 lbs	2.4	Problem solving skills	2.4
Ability to lift at least 50 lbs	2.2	Ability to work under pressure	2.2
Do strenuous, physically demanding work	2.2	Ability to handle crisis situations	2.0
Pass pre-employment medical exam	2.2	Organizational/time mgmt skills	1.8
Ability to lift at least 100 lbs	1.4	Plan/organize the work of others	1.8
Sit continuously for 2 or more hours	1.4	Supervisory skills	1.8
		Record keeping skills	1.4
		CPR and first aid techniques	1.2
		Good DMV driving record	1.2
		Multi-cultural familiarity	1.2

EDUCATION

Most recent hires have a high school education or equivalent. Some have some college but do not yet have a degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	37%	63%	0%
Training Substituted for Exp.	13%	37%	50%	0%

Firms requiring experience prefer an average of six months to one year experience in the baking related occupation.

California Occupation Guide	303	DOT Codes	313.381-010 Baker,	313.361-038 Pie Maker,	313.381-026 Cook, Pastry
Assessment Codes	GED: R3 M2 L2	GOE Code: 05.10.08	Aptitudes: G3 V4 N4 S3 P3 Q4 K3 F4 M3 E5 C4	SVP: 6	Interests: Mechanical

CHILD CARE WORKERS

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting. OES 680380

OCCUPATIONAL FORECAST

Size in year 2000	Large	Job Growth	Faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.75	\$ 5.25	\$ 7.00
New Hires - Experienced	\$ 5.00	\$ 6.11	\$ 7.50
Experienced 3 Years with Firm	\$ 6.00	\$ 7.41	\$ 8.50

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	45%	0%	Paid Sick Leave	45%	36%
Dental Insurance	36%	0%	Paid Vacation	45%	36%
Vision Insurance	27%	0%	Retirement Plan	27%	0%
Life Insurance	36%	0%	Child Care	0%	9%

HOURS

Full Time	42%	Temporary/On Call	4%
Part Time	55%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced qualified applicants or inexperienced qualified applicants.

GENDER

Female	95%	Male	5%
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RECRUITMENT

Almost all firms recruit via newspaper ads. Many use employees' referrals or public school or program referrals. Some hire unsolicited applicants, use the Employment Development Department or in-house promotions or transfers.

MAJOR EMPLOYING INDUSTRIES:

Physical Fitness Facilities, Individual & Family Services, Residential Care

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work overtime	2.0
Ability to work as part of a team	3.0	Willingness to work part-time	1.4
Ability to work independently	2.9	Willingness to work on-call	1.3
English grammar and spelling skills	2.7	Participate in drug testing	1.3
Ability to perform routine, repetitive work	2.7	Work temporary or seasonal	1.1
Writing skills	2.4	Willingness to nights	1.1
Basic math skills	2.3	Willingness to work weekends	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.4	Problem solving skills	2.7
Stand continuously for 2 or more hours	2.3	CPR and first aid techniques	2.7
Pass pre-employment medical exam	2.3	Attention to detail	2.7
Ability to lift at least 50 lbs	2.2	Multi-cultural familiarity	2.6
Do strenuous, physically demanding work	2.0	Ability to work under pressure	2.6
Sit continuously for 2 or more hours	1.2	Organizational/time mgmt skills	2.4
Ability to lift at least 100 lbs	1.1	Ability to handle crisis situations	2.4
		Supervisory skills	2.2
		Plan/organize the work of others	2.2
		Record keeping skills	2.1
		Good DMV driving record	1.6

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Knowledge of children's computer software programs.

EDUCATION

Most recent hires have taken some college classes but do not have a degree. Some recent hires vary in education level from high school education or equivalent to a bachelor degree. Some employers reported they prefer six to twelve units in early childhood education.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	20%	47%	20%	13%
Training Substituted for Exp.	13%	40%	47%	0%

Firms requiring experience prefer an average of six months to one year experience in this occupation.

California Occupation Guide	275	DOT Codes	359.677-010 Attendant, Children's Institution, 355.674-010 Child Care Attendant, School, 359.677-018 Nursery School Attendant
Assessment Codes	GED: R3 M2 L3	GOE Code: 10.03.03	Aptitudes: G3 V3 N4 S4 P4 Q4 K4 F4 M4 E5 C4 SVP: 3 Interests: Humanitarian

COUNTER AND RENTAL CLERKS

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment. OES 490170

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.75	\$ 5.00	\$ 7.00
New Hires - Experienced	\$ 4.75	\$ 6.50	\$ 7.50
Experienced 3 Years with Firm	\$ 6.00	\$ 8.00	\$ 11.25

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	45%	9%	Paid Sick Leave	27%	27%
Dental Insurance	9%	0%	Paid Vacation	82%	27%
Vision Insurance	9%	0%	Retirement Plan	27%	0%
Life Insurance	27%	0%	Child Care	0%	0%

HOURS

Full Time	52%	Temporary/On Call	3%
Part Time	40%	Seasonal	5%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced qualified applicants or inexperienced qualified applicants.

GENDER

Female	60%	Male	40%
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RECRUITMENT

Many firms use employees' referrals, and newspaper ads. Some hire unsolicited applicants, use in-house promotion or transfers, public school or program referrals or the Employment Development Department.

MAJOR EMPLOYING INDUSTRIES:

Coin Operated Laundries & Cleaning, Video Type Rental, Physical Fitness Facilities

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work weekends	2.5
Ability to work independently	2.9	Work temporary or seasonal	2.0
Ability to work as part of a team	2.8	Willingness to work part-time	2.0
Basic math skills	2.7	Willingness to work overtime	1.7
English grammar and spelling skills	2.6	Willingness to work on-call	1.6
Ability to perform routine, repetitive work	2.2	Willingness to nights	1.5
Writing skills	1.8	Participate in drug testing	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	2.5	Attention to detail	2.7
Ability to lift at least 10 lbs	2.5	Problem solving skills	2.5
Ability to lift at least 50 lbs	1.9	Ability to work under pressure	2.5
Do strenuous, physically demanding work	1.7	Ability to handle crisis situations	2.4
Pass pre-employment medical exam	1.4	Record keeping skills	2.3
Sit continuously for 2 or more hours	1.1	Organizational/time mgmt skills	1.8
Ability to lift at least 100 lbs	1.1	Good DMV driving record	1.8
		Supervisory skills	1.5
		Plan/organize the work of others	1.5
		Multi-cultural familiarity	1.5
		CPR and first aid techniques	1.2

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	20%	33%	47%
Training Substituted for Exp.	13%	33%	47%	7%

Firms requiring experience prefer an average of six months experience in this occupation or a sales related occupation.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	40%	Spreadsheet	20%
Data Base	40%	Triad System	40%
Desktop Publishing	20%		

California Occupation Guide	74	DOT Codes	249.362-010 Counter Clerk 295.357-014 Tool & Equipment Rental Clerk 295.367-026 Storage Facility Rental Clerk			
Assessment Codes	GED: R4 M2 L4	GOE Code: 07.03.01	Aptitudes: G3 V3 N3 S4 P4 Q3 K4 F3 M4 E5 C5	SVP: 3	Interests: Clerical	

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS SALES AND RELATED OCCUPATIONS

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work. OES 410020

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.00	\$ 7.00	\$ 12.02
New Hires - Experienced	\$ 6.00	\$ 9.59	\$ 19.18
Experienced 3 Years with Firm	\$ 7.50	\$ 11.99	\$ 19.18

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	91%	9%	Paid Sick Leave	64%	27%
Dental Insurance	91%	9%	Paid Vacation	100%	27%
Vision Insurance	36%	9%	Retirement Plan	64%	9%
Life Insurance	91%	9%	Child Care	18%	9%

HOURS

Full Time	71%	Temporary/On Call	1%
Part Time	15%	Seasonal	13%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced or inexperienced qualified applicants.

GENDER

Female	54%	Male	46%
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RECRUITMENT

Most firms use in-house promotions or transfers. Many use employees' referrals. Some recruit via newspaper ads, hire unsolicited applicants, use public school or programs referrals or the college.

MAJOR EMPLOYING INDUSTRIES:

Retail Stores, Grocery Stores, Lumber & Other Building Materials

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work weekends	2.6
Ability to perform routine, repetitive work	3.0	Willingness to work overtime	2.3
English grammar and spelling skills	2.9	Participate in drug testing	2.3
Basic math skills	2.9	Willingness to nights	2.1
Ability to work independently	2.9	Willingness to work part-time	1.9
Ability to work as part of a team	2.9	Willingness to work on-call	1.8
Writing skills	2.7	Work temporary or seasonal	1.6
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.8	Organizational/time mgmt skills	2.9
Stand continuously for 2 or more hours	2.4	Attention to detail	2.9
Ability to lift at least 50 lbs	2.3	Problem solving skills	2.7
Pass pre-employment medical exam	1.8	Plan/organize the work of others	2.6
Sit continuously for 2 or more hours	1.7	Ability to work under pressure	2.6
Do strenuous, physically demanding work	1.6	Supervisory skills	2.4
Ability to lift at least 100 lbs	1.2	Record keeping skills	2.4
		Ability to handle crisis situations	2.4
		Good DMV driving record	1.8
		Multi-cultural familiarity	1.6
		CPR and first aid techniques	1.6

EDUCATION

Almost all recent hires have taken some college classes but do not have a degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	20%	47%	33%	0%
Training Substituted for Exp.	0%	27%	53%	20%

Firms requiring experience prefer an average of one to two years experience in management and six months to one year experience in sales..

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	56%	Spreadsheet	44%
Data Base	33%	Internet	33%
Desktop Publishing	22%		

California Occupation Guide	242	DOT Codes	187.167-138 Manager, Sales 299.137-010 Manager, Department 185.167-034 Manager, Retail Store
Assessment Codes	GED: R4 M4 L4	GOE Code: 11.11.04	Aptitudes: G2 V2 N3 S4 P4 Q4 K4 F5 M5 E5 C4 SVP: 6 Interests: Lead, Influence

FOOD PREPARATION WORKERS

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. OES 650380

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.75	\$ 5.50	\$ 7.00
New Hires - Experienced	\$ 4.75	\$ 6.50	\$ 10.00
Experienced 3 Years with Firm	\$ 5.75	\$ 8.00	\$ 11.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	73%	27%	Paid Sick Leave	36%	27%
Dental Insurance	36%	27%	Paid Vacation	82%	27%
Vision Insurance	36%	27%	Retirement Plan	27%	27%
Life Insurance	36%	18%	Child Care	9%	9%

HOURS

Full Time	52%	Temporary/On Call	0%
Part Time	48%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced or inexperienced qualified applicants.

GENDER

Female	52%	Male	48%
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RECRUITMENT

Almost all firms recruit using current employees' referrals. Most firms also hire unsolicited applicants. Some recruit via newspaper ads, in-house promotions or transfer, colleges, or use the Employment Development Department.

MAJOR EMPLOYING INDUSTRIES:

Restaurants, Schools, Grocery Stores

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work as part of a team	3.0	Willingness to work weekends	2.8
Ability to work independently	2.9	Willingness to work overtime	2.6
Ability to perform routine, repetitive work	2.8	Willingness to nights	2.4
Verbal communication skills	2.6	Willingness to work part-time	2.3
English grammar and spelling skills	2.0	Willingness to work on-call	2.1
Writing skills	1.6	Work temporary or seasonal	1.7
Basic math skills	1.4	Participate in drug testing	1.7
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	3.0	Attention to detail	2.7
Ability to lift at least 10 lbs	2.9	Ability to work under pressure	2.7
Ability to lift at least 50 lbs	1.8	Problem solving skills	2.2
Pass pre-employment medical exam	1.7	Organizational/time mgmt skills	2.1
Do strenuous, physically demanding work	1.7	Ability to handle crisis situations	2.1
Sit continuously for 2 or more hours	1.2	Record keeping skills	1.7
Ability to lift at least 100 lbs	1.1	Supervisory skills	1.4
		Plan/organize the work of others	1.4
		Multi-cultural familiarity	1.4
		CPR and first aid techniques	1.4
		Good DMV driving record	1.0

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Computer Literacy

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	20%	53%	27%
Training Substituted for Exp.	7%	40%	47%	7%

Firms requiring experience prefer an average of six months to one year experience in this occupation, or a food related occupation.

California Occupation Guide	366	DOT Codes	317.687-010 Cook Helper, 316.684-014 Deli Cutter Slicer, 318.687-010 Kitchen Helper, 317.384-010 Salad Maker
Assessment Codes	GED: R4 M3 L3	GOE Code: 05.10.08	Aptitudes: G3 V4 N4 S4 P3 Q4 K4 F4 M3 E5 C4 SVP: 3 Interests: Mechanical

FOOD SERVICE MANAGERS

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors. OES 150261

OCCUPATIONAL FORECAST

Size in year 2000	Medium	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.75	\$ 6.53	\$ 8.77
New Hires - Experienced	\$ 6.23	\$ 8.06	\$ 11.51
Experienced 3 Years with Firm	\$ 8.63	\$ 11.51	\$ 12.95

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	69%	0%	Paid Sick Leave	31%	8%
Dental Insurance	23%	0%	Paid Vacation	77%	8%
Vision Insurance	15%	0%	Retirement Plan	0%	0%
Life Insurance	15%	0%	Child Care	0%	0%

HOURS

Full Time	94%	Temporary/On Call	0%
Part Time	6%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is very difficult to find experienced qualified applicants and somewhat difficult to find inexperienced qualified applicants.

GENDER

Female	52%	Male	48%
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RECRUITMENT

Most firms recruit via newspaper ads and in-house promotions or transfers. Some use the Employment Development Department, hire unsolicited applicants or use employees' referrals.

MAJOR EMPLOYING INDUSTRIES:

Restaurants, Larger Hotels

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work independently	3.0	Willingness to work weekends	2.9
Ability to work as part of a team	3.0	Willingness to nights	2.9
Verbal communication skills	2.9	Willingness to work overtime	2.7
Basic math skills	2.7	Willingness to work on-call	2.1
Ability to perform routine, repetitive work	2.7	Participate in drug testing	1.7
Writing skills	2.5	Willingness to work part-time	1.5
English grammar and spelling skills	2.5	Work temporary or seasonal	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	3.0	Supervisory skills	3.0
Do strenuous, physically demanding work	2.1	Plan/organize the work of others	3.0
Ability to lift at least 10 lbs	2.1	Attention to detail	2.9
Ability to lift at least 50 lbs	1.6	Ability to work under pressure	2.9
Pass pre-employment medical exam	1.4	Ability to handle crisis situations	2.8
Ability to lift at least 100 lbs	1.3	Problem solving skills	2.7
Sit continuously for 2 or more hours	1.2	Organizational/time mgmt skills	2.7
		Record keeping skills	2.5
		Multi-cultural familiarity	1.8
		CPR and first aid techniques	1.8
		Good DMV driving record	1.5

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	73%	13%	7%	7%
Training Substituted for Exp.	0%	20%	53%	27%

Firms requiring experience prefer an average of two to three years experience in this occupation or restaurant/management experience.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	80%	Spreadsheet	80%
Data Base	0%		
Desktop Publishing	0%		

California Occupation Guide	503	DOT Codes	187.167-106 Manager, Food Service	187.167-026 Director, Food Services
Assessment Codes	GED: R4 M4 L4	GOE Code: 11.11.04	Aptitudes: G2 V2 N2 S3 P3 Q3 K4 F4 M4 E5 C4	SVP: 7 Interests: Lead, Influence

GENERAL OFFICE CLERK

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined. OES 553470

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.00	\$ 6.50	\$ 8.49
New Hires - Experienced	\$ 6.00	\$ 8.21	\$ 10.00
Experienced 3 Years with Firm	\$ 7.00	\$ 10.00	\$ 11.20

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	71%	29%	Paid Sick Leave	71%	29%
Dental Insurance	50%	29%	Paid Vacation	86%	29%
Vision Insurance	43%	14%	Retirement Plan	57%	21%
Life Insurance	43%	21%	Child Care	0%	0%

HOURS

Full Time	62%	Temporary/On Call	4%
Part Time	32%	Seasonal	2%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find either experienced or inexperienced qualified applicants.

GENDER

Female	90%	Male	10%
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RECRUITMENT

Most firms recruit via newspaper ads. Many use employees' referrals and in-house promotion or transfers. Some hire unsolicited applicants, use public school or program referrals or the Employment Development Department.

MAJOR EMPLOYING INDUSTRIES:

Spread across most industries

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	2.8	Willingness to work part-time	2.0
English grammar and spelling skills	2.8	Willingness to work overtime	2.0
Basic math skills	2.7	Participate in drug testing	1.9
Ability to work independently	2.7	Willingness to work on-call	1.4
Ability to work as part of a team	2.7	Willingness to nights	1.4
Ability to perform routine, repetitive work	2.7	Work temporary or seasonal	1.3
Writing skills	2.5	Willingness to work weekends	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Sit continuously for 2 or more hours	2.5	Attention to detail	3.0
Pass pre-employment medical exam	2.1	Record keeping skills	2.9
Ability to lift at least 10 lbs	1.8	Organizational/time mgmt skills	2.9
Stand continuously for 2 or more hours	1.1	Problem solving skills	2.8
Ability to lift at least 50 lbs	1.1	Good DMV driving record	1.9
Do strenuous, physically demanding work	1.0	Ability to work under pressure	1.9
Ability to lift at least 100 lbs	1.0	Supervisory skills	1.8
		Multi-cultural familiarity	1.8
		Plan/organize the work of others	1.5
		Ability to handle crisis situations	1.4
		CPR and first aid techniques	1.2

EDUCATION

Many recent hires have a high school education or equivalent or an associate degree. Some recent hires have taken some college courses but do not have a degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	50%	25%	19%	6%
Training Substituted for Exp.	0%	19%	75%	6%

Firms requiring experience vary in their preference from an average of six months to two years experience in a clerical/office type occupation

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	100%	Spreadsheet	64%
Data Base	14%	Windows/DOS	14%
Desktop Publishing	7%	Accounting Software	14%

California Occupation Guide	295	DOT Codes	209.562-010 Clerk, General	209.567-022 Office Clerk	219.362-010 Administrative Clerk
Assessment Codes	GED: R4 M4 L3	GOE Code: 07.07.03	Aptitudes: G3 V3 N3 S4 P3 Q3 K4 F3 M3 E5 C5	SVP: 4	Interests: Clerical

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians. OES 273080

Size in year 2000	Medium	Job Growth	Much faster than average
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Employee Type	Low	Median	High
New Hires - No Experience	\$ 4.75	\$ 6.00	\$ 8.12
New Hires - Experienced	\$ 5.75	\$ 7.25	\$ 10.26
Experienced 3 Years with Firm	\$ 7.00	\$ 8.07	\$ 12.00

BENEFITS		Full Time	Part Time			Full Time	Part Time
Medical Insurance	100%	25%	Paid Sick Leave	100%	50%		
Dental Insurance	75%	25%	Paid Vacation	100%	50%		
Vision Insurance	25%	25%	Retirement Plan	50%	0%		
Life Insurance	100%	25%	Child Care	0%	0%		

Full Time	59%	Temporary/On Call	0%
Part Time	41%	Seasonal	0%

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

Female	61%	Male	39%
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Almost all firms recruit via newspaper ads. Most also use in-house promotions or transfers. Many use employees' referrals. Some use the Employment Development Department, private employment agencies, public schools or program referrals.

Social Services, Public and Private

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work part-time	1.7
Ability to work independently	2.9	Willingness to work overtime	1.6
Writing skills	2.7	Willingness to work on-call	1.6
Ability to work as part of a team	2.7	Participate in drug testing	1.6
English grammar and spelling skills	2.6	Willingness to work weekends	1.4
Ability to perform routine, repetitive work	2.6	Work temporary or seasonal	1.3
Basic math skills	1.9	Willingness to nights	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Pass pre-employment medical exam	1.9	Record keeping skills	2.7
Sit continuously for 2 or more hours	1.7	Organizational/time mgmt skills	2.7
Ability to lift at least 10 lbs	1.7	Good DMV driving record	2.7
Stand continuously for 2 or more hours	1.4	Attention to detail	2.7
Do strenuous, physically demanding work	1.4	Problem solving skills	2.6
Ability to lift at least 50 lbs	1.3	Multi-cultural familiarity	2.6
Ability to lift at least 100 lbs	1.0	Ability to handle crisis situations	2.6
		Supervisory skills	2.4
		Plan/organize the work of others	2.3
		CPR and first aid techniques	2.3
		Ability to work under pressure	2.3

Almost all recent hires have a high school education or equivalent. Some have an associate degree.

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	13%	50%	25%	12%
Training Substituted for Exp.	25%	38%	25%	12%

Firms requiring experience vary in their preference from an average of six months to two years experience in human services occupations.

Word Processing	86%	Spreadsheet	43%
Data Base	57%		
Desktop Publishing	29%		

California Occupation Guide	N/A	DOT Codes	195.367-010 Case Aide													
Assessment Codes	GED: R4 M3 L3		GOE Code: 10.01.02		Aptitudes: G3 V3 N3 S5 P4 Q3 K4 F4 M4 E5 C5										SVP: 3	Interests: Humanitarian

INSTRUCTIONAL AIDES

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils. OES 315211

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Slower than average
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WAGE SUMMARY

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	5.96	7.03	10.50	4.75	5.00	6.27
New Hires - Experienced	5.96	7.79	10.50	5.00	5.38	6.95
Experienced 3 yr. with Firm	5.96	7.87	12.00	5.00	6.00	7.76

BENEFITS

	Full Time	Part Time	(Most part time benefits are prorated)	Full Time	Part Time
Medical Insurance	69%	46%	Paid Sick Leave	62%	62%
Dental Insurance	62%	46%	Paid Vacation	69%	62%
Vision Insurance	62%	46%	Retirement Plan	62%	46%
Life Insurance	15%	15%	Child Care	15%	15%

HOURS

Full Time	14%	Temporary/On Call	6%
Part Time	80%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

GENDER

Female	93%	Male	7%
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RECRUITMENT

Most firms recruit via newspaper ads or in-house promotions or transfers. Some use the Employment Development Department, employees' referrals, hire unsolicited applicants or public school or program referrals

MAJOR EMPLOYING INDUSTRIES:

Schools

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	3.0	Willingness to work part-time	2.3
Writing skills	2.8	Work temporary or seasonal	1.5
English grammar and spelling skills	2.8	Willingness to work overtime	1.5
Ability to work as part of a team	2.8	Willingness to work on-call	1.5
Basic math skills	2.6	Participate in drug testing	1.3
Ability to work independently	2.6	Willingness to work weekends	1.1
Ability to perform routine, repetitive work	2.6	Willingness to nights	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.3	Problem solving skills	2.5
Stand continuously for 2 or more hours	2.2	Multi-cultural familiarity	2.3
Pass pre-employment medical exam	2.1	Attention to detail	2.3
Ability to lift at least 50 lbs	1.9	Ability to handle crisis situations	2.3
Do strenuous, physically demanding work	1.8	Organizational/time mgmt skills	2.2
Sit continuously for 2 or more hours	1.5	Ability to work under pressure	2.2
Ability to lift at least 100 lbs	1.2	Record keeping skills	2.0
		CPR and first aid techniques	2.0
		Good DMV driving record	1.8
		Supervisory skills	1.7
		Plan/organize the work of others	1.7

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Bilingual, computer literate, behavior management skills

EDUCATION

Most recent hires have a high school education or equivalent. Some have taken some college class but do not have a degree and some have a bachel or degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	20%	40%	40%
Training Substituted for Exp.	27%	27%	46%	0%

Firms requiring experience prefer an average of six months to two years experience as an instructional aide or assistant.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	75%	Spreadsheet	25%
Data Base	25%	Desktop Publishing	25%

California Occupation Guide	67	DOT Codes	099.327-010 Teacher Aide 1 249.367-074 Teacher Aide 2
Assessment Codes	GED: R5 M3 L5	GOE Code: 11.12.01	Aptitudes: G2 V2 N3 S3 P3 Q2 K4 F4 M4 E5 C5
		SVP: 6	Interests: Clerical

LICENSED VOCATIONAL NURSES

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. OES 325050

OCCUPATIONAL FORECAST

Size in year 2000	Large	Job Growth	Average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 8.95	\$ 11.00	\$ 12.07
New Hires - Experienced	\$ 9.00	\$ 12.00	\$ 12.68
Experienced 3 Years with Firm	\$ 10.50	\$ 12.79	\$ 14.28

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	93%	33%	Paid Sick Leave	87%	33%
Dental Insurance	60%	33%	Paid Vacation	93%	33%
Vision Insurance	47%	27%	Retirement Plan	73%	27%
Life Insurance	67%	33%	Child Care	0%	7%

HOURS

Full Time	58%	Temporary/On Call	16%
Part Time	26%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is a little difficult to find experienced qualified applicants and inexperienced qualified applicants.

GENDER

Female	92%	Male	8%
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RECRUITMENT

Almost all firms recruit via newspaper ads. Most use employees' referrals. Many hire unsolicited applicants or public school or program referrals. Some use the Employment Development Department, private school referrals or private employment agencies.

MAJOR EMPLOYING INDUSTRIES:

Hospitals, Clinics, Doctor Offices

California Occupation Guide	313	DOT Codes	079.374-014 Nurse, Licensed Practical
Assessment Codes	GED: R4 M3 L4	GOE Code: 10.02.01	Aptitudes: G3 V3 N4 S3 P3 Q4 K3 F3 M3 E4 C4
		SVP: 6	Interests: Humanitarian

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Verbal communication skills	2.9	Willingness to work overtime	2.5
English grammar and spelling skills	2.8	Willingness to work part-time	2.3
Basic math skills	2.8	Willingness to work weekends	2.0
Ability to work independently	2.8	Willingness to work on-call	1.9
Ability to work as part of a team	2.8	Willingness to nights	1.9
Writing skills	2.7	Participate in drug testing	1.8
Ability to perform routine, repetitive work	2.4	Work temporary or seasonal	1.4
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	2.6	CPR and first aid techniques	2.9
Ability to lift at least 10 lbs	2.6	Attention to detail	2.9
Pass pre-employment medical exam	2.4	Ability to work under pressure	2.9
Ability to lift at least 50 lbs	1.9	Ability to handle crisis situations	2.9
Sit continuously for 2 or more hours	1.8	Record keeping skills	2.7
Do strenuous, physically demanding work	1.5	Problem solving skills	2.7
Ability to lift at least 100 lbs	1.4	Organizational/time mgmt skills	2.7
		Multi-cultural familiarity	2.4
		Good DMV driving record	2.0
		Supervisory skills	1.8
		Plan/organize the work of others	1.8

EDUCATION

Almost all recent hires have taken some college classes but do not have a degree. Some recent hires have an associate degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	7%	47%	26%	20%
Training Substituted for Exp.	7%	33%	53%	7%

Firms requiring experience prefer an average of one year experience in this occupation. They also require a Licensed Vocational Nursing license.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	57%	Scheduling	29%
Data Base	29%	Desktop Publishing	0%

MAINTENANCE REPAIRERS - GENERAL UTILITY

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs. OES 851320

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Faster than average
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WAGE SUMMARY

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	8.50	9.78	11.00	5.00	7.00	9.62
New Hires - Experienced	9.78	10.00	11.00	6.00	8.00	12.00
Experienced 3 yr. with Firm	11.00	11.50	12.25	7.00	9.00	16.15

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	82%	27%	Paid Sick Leave	45%	27%
Dental Insurance	55%	18%	Paid Vacation	82%	27%
Vision Insurance	55%	18%	Retirement Plan	27%	18%
Life Insurance	82%	27%	Child Care	9%	9%

HOURS

Full Time	80%	Temporary/On Call	10%
Part Time	10%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

GENDER

Female	2%	Male	98%
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RECRUITMENT

Most firms recruit via newspaper ads or employees' referrals. Many use the Employment Development Department. Some hire unsolicited applicants, or use in-house promotion or transfers

MAJOR EMPLOYING INDUSTRIES:

Local Government, Lumber, Lodging, Schools

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to perform routine, repetitive work	2.6	Willingness to work overtime	2.4
Ability to work independently	2.5	Willingness to work weekends	2.3
Ability to work as part of a team	2.5	Participate in drug testing	2.3
Verbal communication skills	2.4	Willingness to work on-call	2.1
Basic math skills	2.4	Willingness to nights	2.1
Writing skills	2.1	Willingness to work part-time	1.9
English grammar and spelling skills	2.1	Work temporary or seasonal	1.8
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.8	Attention to detail	2.9
Do strenuous, physically demanding work	2.6	Good DMV driving record	2.6
Ability to lift at least 50 lbs	2.6	Problem solving skills	2.5
Stand continuously for 2 or more hours	2.3	Ability to work under pressure	2.5
Pass pre-employment medical exam	2.2	Ability to handle crisis situations	2.3
Ability to lift at least 100 lbs	2.0	Record keeping skills	2.2
Sit continuously for 2 or more hours	1.4	Multi-cultural familiarity	2.1
		Organizational/time mgmt skills	2.0
		CPR and first aid techniques	2.0
		Supervisory skills	1.6
		Plan/organize the work of others	1.6

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Product performance, computer electronics, telephone electronics, appliance repair.

EDUCATION

Almost all recent hires have a high school education or equivalent

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	27%	53%	20%	0%
Training Substituted for Exp.	7%	27%	47%	20%

Firms requiring experience prefer an average of one year to eighteen months experience in this occupation

California Occupation Guide	136	DOT Codes	899.261-014 Maintenance Repairer, Industrial	899.381-010 Maintenance Repairer, Building
Assessment Codes	GED: R4 M3 L3	GOE Code: 05.05.09	Aptitudes: G3 V3 N3 S2 P2 Q4 K3 F3 M2 E4 C4	SVP: 7 Interests: Mechanical

NUMERICAL-CONTROL MACHINE-TOOL OPERATORS AND TENDERS - METAL AND PLASTIC

Numerical-Control Machine-Tool operators and Tenders set up and operate magnetic or punched-tape controlled machine tools that automatically mill, drill, broach, and ream metal or plastic parts. They may adjust machine feed and speed and change cutters to machine parts to specification when automatic programming is faulty or if machine malfunctions. OES 915020

OCCUPATIONAL FORECAST

Size in year 2000	INA	Job Growth	INA
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.00	\$ 6.50	\$ 9.00
New Hires - Experienced	\$ 6.00	\$ 9.00	\$ 13.50
Experienced 3 Years with Firm	\$ 10.00	\$ 14.25	\$ 20.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	80%	0%	Paid Sick Leave	0%	0%
Dental Insurance	80%	0%	Paid Vacation	80%	0%
Vision Insurance	60%	0%	Retirement Plan	60%	0%
Life Insurance	80%	0%	Child Care	0%	0%

HOURS

Full Time	98%	Temporary/On Call	0%
Part Time	2%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

GENDER

Female	15%	Male	85%
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RECRUITMENT

Almost all firms recruit via employees' referrals, in-house promotion or transfer or hire unsolicited applicants. Most recruit via newspaper ads, public school or program referrals or use the Employment Development Department. Many use private employment agencies or private school referrals.

MAJOR EMPLOYING INDUSTRIES:

Manufacturing

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work as part of a team	3.0	Willingness to work overtime	3.0
Ability to work independently	3.0	Participate in drug testing	2.5
Basic math skills	3.0	Willingness to work weekends	2.3
Ability to perform routine, repetitive work	2.8	Willingness to nights	2.0
English grammar and spelling skills	1.8	Willingness to work on-call	1.3
Verbal communication skills	1.8	Willingness to work part-time	1.3
Writing skills	1.8	Work temporary or seasonal	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	2.5	Attention to detail	3.0
Ability to lift at least 50 lbs	2.5	Problem solving skills	3.0
Pass pre-employment medical exam	2.5	Organizational/time mgmt skills	2.8
Stand continuously for 2 or more hours	2.5	Ability to work under pressure	2.5
Do strenuous, physically demanding work	2.0	Record keeping skills	2.5
Ability to lift at least 100 lbs	1.5	Good DMV driving record	1.8
Sit continuously for 2 or more hours	1.5	Multi-cultural familiarity	1.8
		Plan/organize the work of others	1.8
		Supervisory skills	1.8
		Ability to handle crisis situations	1.5
		CPR and first aid techniques	1.3

EDUCATION

Most recent hires have a high school education or equivalent. Many have some college but have not yet received a degree.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	0%	60%	20%	20%
Training Substituted for Exp.	20%	20%	60%	0%

Firms requiring experience prefer an average of two to four years experience in this occupation or a related occupation.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	33%	Metal Soft	33%
Data Base	0%	NC/CNC Controls	33%
CAD CAM	33%		

California Occupation Guide	242	DOT Codes	606.362-010 Drill-Press Operator, Numerical Control
Assessment Codes	GED: R3 M3 L3	GOE Code: 06.02.02	Aptitudes: G3 V3 N3 S4 P3 Q4 K3 F3 M3 E5 C5
		SVP: 6	Interests: Industrial

SHEET METAL WORKERS

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up a operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts, and inspecting, assembling, and smoothing seams and joints of burred surfaces. OES 891320

OCCUPATIONAL FORECAST

Size in year 2000	Large	Job Growth	Much faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.25	\$ 6.50	\$ 8.00
New Hires - Experienced	\$ 9.00	\$ 9.78	\$ 13.00
Experienced 3 Years with Firm	\$ 11.00	\$ 13.50	\$ 14.25

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	83%	0%	Paid Sick Leave	33%	0%
Dental Insurance	33%	0%	Paid Vacation	100%	0%
Vision Insurance	17%	0%	Retirement Plan	33%	0%
Life Insurance	33%	0%	Child Care	0%	0%

HOURS

Full Time	95%	Temporary/On Call	0%
Part Time	5%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is very difficult to find experienced qualified applicants and it is somewhat difficult to find inexperienced qualified applicants.

GENDER

Female	28%	Male	72%
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RECRUITMENT

Almost all firms recruit via newspaper ads. Most use current employees referrals. Many use the Employment Development Department or hire unsolicited applicants.. Some use private employment agencies or in-house promotion or transfer.

MAJOR EMPLOYING INDUSTRIES:

Sheet Metal Work, Plumbing, Heating, Air-Conditioning, Roofing & Siding

California Occupation Guide	49	DOT Codes	804.281-010 Sheet Metal Worker 804.281-014 Sheet Metal Worker Apprentice
Assessment Codes	GED: R4 M4 L3	GOE Code: 05.05.06	Aptitudes: G3 V3 N3 S2 P3 Q4 K3 F3 M3 E4 C4
		SVP: 7	Interests: Mechanical

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work as part of a team	2.8	Willingness to work overtime	2.5
Basic math skills	2.8	Work temporary or seasonal	1.8
Ability to perform routine, repetitive work	2.7	Participate in drug testing	1.7
Verbal communication skills	2.7	Willingness to work weekends	1.7
Ability to work independently	2.5	Willingness to nights	1.5
English grammar and spelling skills	2.3	Willingness to work on-call	1.5
Writing skills	2.3	Willingness to work part-time	1.3
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 50 lbs	2.8	Attention to detail	2.8
Do strenuous, physically demanding work	2.7	Good DMV driving record	2.7
Ability to lift at least 10 lbs	2.3	Organizational/time mgmt skills	2.7
Stand continuously for 2 or more hours	2.2	Ability to work under pressure	2.5
Ability to lift at least 100 lbs	2.0	Problem solving skills	2.5
Pass pre-employment medical exam	1.8	Ability to handle crisis situations	2.3
Sit continuously for 2 or more hours	1.2	Plan/organize the work of others	2.3
		CPR and first aid techniques	2.0
		Record keeping skills	1.7
		Supervisory skills	1.7
		Multi-cultural familiarity	1.2

EDUCATION

Almost all recent hires have a high school education or equivalent

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	33%	34%	33%	0%
Training Substituted for Exp.	0%	17%	83%	0%

Firms requiring experience prefer an average of one year experience in this occupation.

TEACHERS - ELEMENTARY SCHOOL

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils. OES 313050

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Slower than average
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WAGE SUMMARY

Employee Type	Union			Non-Union		
	Low	Median	High	Low	Median	High
New Hires - No Experience	10.55	11.80	14.58	8.06	9.35	10.43
New Hires - Experienced	10.64	12.68	17.56	9.21	9.35	10.43
Experienced 3 yr. with Firm	11.41	13.25	20.89	9.35	10.13	10.96

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	100%	36%	Paid Sick Leave	100%	18%
Dental Insurance	91%	36%	Paid Vacation	64%	18%
Vision Insurance	82%	36%	Retirement Plan	91%	36%
Life Insurance	36%	0%	Child Care	9%	0%

HOURS

Full Time	80%	Temporary/On Call	9%
Part Time	11%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is a little difficult to find both experienced qualified applicants and inexperienced qualified applicants.

GENDER

Female	84%	Male	16%
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RECRUITMENT

Almost all firms recruit via newspaper ads. Many use in-house promotions or transfers or college placement offices. Some use employees' referrals, hire unsolicited applicants, public school or program referrals, private school referrals or union hall referrals.

MAJOR EMPLOYING INDUSTRIES:

Elementary & Secondary Schools

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Writing skills	3.0	Willingness to work overtime	1.4
Verbal communication skills	3.0	Participate in drug testing	1.4
English grammar and spelling skills	3.0	Willingness to work weekends	1.3
Basic math skills	3.0	Willingness to work part-time	1.3
Ability to work independently	3.0	Willingness to nights	1.3
Ability to work as part of a team	3.0	Work temporary or seasonal	1.2
Ability to perform routine, repetitive work	2.3	Willingness to work on-call	1.2
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Stand continuously for 2 or more hours	2.0	Problem solving skills	2.6
Ability to lift at least 10 lbs	2.0	Plan/organize the work of others	2.4
Pass pre-employment medical exam	1.6	Organizational/time mgmt skills	2.4
Do strenuous, physically demanding work	1.6	Attention to detail	2.4
Sit continuously for 2 or more hours	1.4	Ability to handle crisis situations	2.4
Ability to lift at least 50 lbs	1.2	Supervisory skills	2.3
Ability to lift at least 100 lbs	1.0	Ability to work under pressure	2.3
		Record keeping skills	2.2
		Multi-cultural familiarity	2.0
		CPR and first aid techniques	2.0
		Good DMV driving record	1.8

PROJECTED NEW SKILLS WITHIN THE NEXT THREE YEARS

Bilingual skills, Computer literate, Positive discipline skills

EDUCATION

Almost all recent hires have a bachelor degree. Some recent hires also have graduate studies. Almost all firms require a teaching credential.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	36%	21%	29%	14%
Training Substituted for Exp.	7%	0%	71%	21%

Firms requiring experience prefer an average of one year experience in this occupation.

California Occupation Guide	10	DOT Codes	092.227-010 Teacher, Elementary School										
Assessment Codes	GED: R5 M3 L5		GOE Code: 11.02.01		Aptitudes: G2 V2 N3 S4 P3 Q2 K4 F4 M4 E4 C3							SVP: 7	Interests: Lead, Influence

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking. OES 580280

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 5.00	\$ 7.00	\$ 8.96
New Hires - Experienced	\$ 6.00	\$ 7.67	\$ 9.41
Experienced 3 Years with Firm	\$ 7.00	\$ 9.74	\$ 13.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	92%	0%	Paid Sick Leave	62%	15%
Dental Insurance	85%	0%	Paid Vacation	92%	15%
Vision Insurance	54%	0%	Retirement Plan	69%	0%
Life Insurance	77%	0%	Child Care	0%	0%

HOURS

Full Time	69%	Temporary/On Call	6%
Part Time	26%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and it is a little difficult to find inexperienced qualified applicants.

GENDER

Female	40%	Male	60%
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RECRUITMENT

Most firms recruit via newspaper ads. Many use current employees' referrals or hire unsolicited applicants. Some use the Employment Development Department or in-house promotions or transfers.

MAJOR EMPLOYING INDUSTRIES:

Lumber & Other Building Materials, General Warehousing & Storage

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work as part of a team	2.8	Willingness to work part-time	2.0
Ability to perform routine, repetitive work	2.8	Willingness to work overtime	2.0
Writing skills	2.7	Willingness to work on-call	1.7
Verbal communication skills	2.7	Willingness to work weekends	1.5
Ability to work independently	2.7	Participate in drug testing	1.5
English grammar and spelling skills	2.5	Work temporary or seasonal	1.3
Basic math skills	2.5	Willingness to nights	1.2
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Ability to lift at least 10 lbs	3.0	Attention to detail	2.8
Ability to lift at least 50 lbs	2.8	Ability to work under pressure	2.8
Stand continuously for 2 or more hours	2.7	Problem solving skills	2.7
Do strenuous, physically demanding work	1.7	Organizational/time mgmt skills	2.7
Sit continuously for 2 or more hours	1.3	Record keeping skills	2.5
Ability to lift at least 100 lbs	1.2	Ability to handle crisis situations	2.5
Pass pre-employment medical exam	1.0	Good DMV driving record	2.0
		Supervisory skills	1.8
		Plan/organize the work of others	1.8
		Multi-cultural familiarity	1.8
		CPR and first aid techniques	1.3

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	20%	33%	27%	20%
Training Substituted for Exp.	13%	0%	80%	7%

Firms requiring experience prefer an average of six months to one year experience in this occupation or an occupation with similar job duties.

COMPUTER SOFTWARE SKILLS PREFERRED

Word Processing	60%	Spreadsheet	30%
Data Base	70%	Computerized Inventory	10%
Desktop Publishing	10%	Accounting	10%

California Occupation Guide	74	DOT Codes	222.387-050 Shipping & Receiving Clerk 214.587-014 Traffic Clerk
Assessment Codes	GED: R2 M2 L2	GOE Code: 05.08.01	Aptitudes: G4 V4 N4 S4 P4 Q4 K4 F4 M4 E4 C5 SVP: 3 Interests: Mechanical

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

Heavy or Tractor Trailer Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks. OES 971020

OCCUPATIONAL FORECAST

Size in year 2000	Very Large	Job Growth	Faster than average
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.50	\$ 7.75	\$ 13.00
New Hires - Experienced	\$ 7.50	\$ 10.00	\$ 15.00
Experienced 3 Years with Firm	\$ 8.50	\$ 10.70	\$ 18.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	100%	0%	Paid Sick Leave	33%	0%
Dental Insurance	83%	0%	Paid Vacation	67%	0%
Vision Insurance	33%	0%	Retirement Plan	50%	0%
Life Insurance	33%	0%	Child Care	0%	0%

HOURS

Full Time	100%	Temporary/On Call	0%
Part Time	0%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

GENDER

Female	1%	Male	99%
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RECRUITMENT

Most firms recruit via newspaper ads and employees' referrals. Many use the Employment Development Department or hire unsolicited applicants. Some use in house promotions or transfer.

MAJOR EMPLOYING INDUSTRIES:

Trucking, Lumber

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work independently	2.9	Participate in drug testing	2.9
Ability to work as part of a team	2.6	Willingness to work overtime	2.6
Basic math skills	2.6	Willingness to work weekends	2.4
English grammar and spelling skills	2.6	Willingness to nights	2.0
Verbal communication skills	2.6	Work temporary or seasonal	1.7
Writing skills	2.4	Willingness to work on-call	1.6
Ability to perform routine, repetitive work	2.3	Willingness to work part-time	1.4
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Pass pre-employment medical exam	3.0	Good DMV driving record	3.7
Ability to lift at least 10 lbs	2.9	Attention to detail	2.7
Sit continuously for 2 or more hours	2.9	Ability to handle crisis situations	2.6
Ability to lift at least 50 lbs	2.6	Problem solving skills	2.4
Do strenuous, physically demanding work	2.4	Organizational/time mgmt skills	2.3
Stand continuously for 2 or more hours	2.1	Record keeping skills	2.3
Ability to lift at least 100 lbs	2.0	Ability to work under pressure	2.1
		CPR and first aid techniques	1.6
		Multi-cultural familiarity	1.3
		Plan/organize the work of others	1.3
		Supervisory skills	1.3

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	43%	43%	14%	0%
Training Substituted for Exp.	0%	0%	57%	43%

Firms requiring experience prefer an average of two to five years experience in this occupation and a Class A drivers license.

California Occupation Guide	255	DOT Codes	905.663-014 Truck Driver, Heavy	904.383-010 Tractor-Trailer Truck Driver	904.683-010 Log Truck Driver
Assessment Codes	GED: R3 M2 L2	GOE Code: 05.08.01	Aptitudes: G3 V4 N4 S3 P4 Q4 K3 F4 M3 E3 C4		
			SVP: 3		Interests: Mechanical

WELDERS AND CUTTERS

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints. OES 939140

OCCUPATIONAL FORECAST

Size in year 2000	Large	Job Growth	Information not available
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WAGE SUMMARY

Employee Type	Low	Median	High
New Hires - No Experience	\$ 6.00	\$ 7.17	\$ 10.00
New Hires - Experienced	\$ 9.00	\$ 10.00	\$ 15.00
Experienced 3 Years with Firm	\$ 11.50	\$ 13.00	\$ 15.00

BENEFITS

	Full Time	Part Time		Full Time	Part Time
Medical Insurance	83%	0%	Paid Sick Leave	33%	0%
Dental Insurance	67%	0%	Paid Vacation	100%	0%
Vision Insurance	33%	0%	Retirement Plan	67%	17%
Life Insurance	83%	0%	Child Care	0%	0%

HOURS

Full Time	100%	Temporary/On Call	0%
Part Time	0%	Seasonal	0%

SUPPLY/DEMAND ASSESSMENT

Employers reported that it is somewhat difficult to find experienced qualified applicants and inexperienced qualified applicants.

GENDER

Female	0%	Male	100%
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RECRUITMENT

Almost all firms recruit via newspaper ads. Many use the Employment Development Department, employees' referrals or in-house promotion or transfer.

Some use private employment agencies, hire unsolicited applicants, use public school or program referrals, private school referrals or union hall referrals.

MAJOR EMPLOYING INDUSTRIES:

Manufacturing, Lumber

JOB ENTRY SKILLS & QUALIFICATIONS

3 Very Important, 2 Somewhat Important, 1 Not Important

BASIC SKILLS		FLEXIBILITY	
Ability to work as part of a team	3.0	Willingness to work overtime	2.8
Verbal communication skills	3.0	Participate in drug testing	2.3
Ability to work independently	2.8	Willingness to work weekends	2.3
Basic math skills	2.8	Willingness to nights	1.8
Ability to perform routine, repetitive work	2.5	Willingness to work on-call	1.8
English grammar and spelling skills	1.5	Willingness to work part-time	1.3
Writing skills	1.5	Work temporary or seasonal	1.0
PHYSICAL ABILITIES		OTHER QUALIFICATIONS	
Do strenuous, physically demanding work	3.0	Attention to detail	2.3
Stand continuously for 2 or more hours	3.0	Ability to work under pressure	2.0
Ability to lift at least 50 lbs	2.8	Good DMV driving record	1.5
Pass pre-employment medical exam	2.5	Multi-cultural familiarity	1.5
Ability to lift at least 10 lbs	2.0	Problem solving skills	1.5
Ability to lift at least 100 lbs	1.5	Ability to handle crisis situations	1.3
Sit continuously for 2 or more hours	1.3	Organizational/time mgmt skills	1.3
		CPR and first aid techniques	1.0
		Plan/organize the work of others	1.0
		Record keeping skills	1.0
		Supervisory skills	1.0

EDUCATION

Almost all recent hires have a high school education or equivalent.

EXPERIENCE

FIRMS REPORTED	Always	Usually	Sometimes	Never
Work Experience Required	29%	29%	29%	14%
Training Substituted for Exp.	0%	0%	71%	29%

Firms requiring experience prefer an average of two to three years experience in this occupation.

California Occupation Guide	84	DOT Codes	819.384-010 Welder, Combination 819.361-010 Welder, Fitter 819.381-010 Welder, Assembler
Assessment Codes	GED: R4 M3 L3	GOE Code: 05.05.06	Aptitudes: G3 V4 N3 S3 P3 Q4 K3 F3 M3 E5 C4 SVP: 5 Interests: Mechanical

CHAPTER 5

INDEX OF OCCUPATIONS

INDEX OF OCCUPATIONS STUDIED 1990 - 1996

OCCUPATION	YEAR	YEAR	YEAR	OCCUPATION	YEAR	YEAR	YEAR
Accountant and Auditors	1992	1995		First Line Supervisors and Manager/Supervisors - Clerical and Administrative Occupations	1993		
Agricultural Sales Worker	1994			First Line Supervisors and Manager/Supervisors - Production and Operating Workers	1993		
Animal Caretakers - Except Farm	1992			First Line Supervisors/ Manager - Construction Trades and Extractive Workers	1994		
Auto Mechanics	1990	1993	1996	First Line Supervisors/Manager of Mechanics, Installers and Repairers	1993		
Automotive Body & Related Repairers	1990	1993		Food Preparation Workers	1991	1996	
Bakers - Bread and Pastry	1992	1996		Food Service Managers	1991	1996	
Bartenders	1991	1995		Gardeners, Groundskeepers	1990	1993	
Billing, Cost, and Rate Clerks	1994			General Office Clerks	1990	1993	1996
Bookkeeping, Accounting, Auditing Clerks	1990	1993		Guards and Watch Guards	1993		
Bus and Truck Mechanics and Diesel Engine Specialist	1994			Hairdressers, Hairstylists, and Cosmetologists	1992		
Butchers and Meat Cutters	1992	1995		Helpers - Carpenter and Related	1991		
Carpenters	1991	1994		Home Appliance and Power Tool Repairers	1991		
Cashiers	1990	1993		Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992		
Cellar Supervisors	1993			Hotel Desk Clerks	1991		
Child Care Workers	1993	1996		Human Service Workers	1996		
Choke Setters	1993			Industrial Production Managers	1995		
Computer Programmers, Including Aides	1993			Instructional Aides	1991	1993	1996
Cooks - Restaurant	1990	1994		Insurance Policy Processing Clerks	1992		
Cooks - Specialty Fast Food	1992			Janitors and Cleaners	1990	1995	
Counter and Rental Clerks	1992	1996		Legal Secretaries	1990	1993	
Dental Assistants	1990	1994		Licensed Vocational Nurses	1990	1993	1996
Dental Hygienists	1992	1995		Loan and Credit Clerks	1992	1995	
Dietetic Technicians	1995			Lodging Managers	1991		
Drafters	1994			Log Handling Equipment Operators	1993		
Drivers/Sales Workers	1991	1995		Machinery Maintenance Workers	1991		
Electrical and Electronic Assemblers	1991			Machinists	1990	1993	
Electricians	1991	1994		Maids and Housekeeping Cleaners	1991		
Fallers and Buckers	1993			Maintenance Repairers, General Utility	1991	1996	
Financial Managers	1993			Marketing, Advertising, Public Relations Managers	1993		
Firefighters	1993			Medical Assistants	1990	1993	
First Line Supervisors and Managers/Supervisors Sales and Related Occupations	1992	1996		Medical Clinical Lab Assistants	1994		
First Line Supervisors - Agricultural, Forestry, Fishing, and Related Occupations	1994			Medical Clinical Lab Technicians	1994		

INDEX OF OCCUPATIONS STUDIED 1990 - 1996

OCCUPATION	YEAR	YEAR	YEAR	OCCUPATION	YEAR	YEAR	YEAR
Medical Secretaries	1990	1993		Social Service Technicians	1991		
Numerical-Control Machine-Tool Op and Tender	1996			Social Workers - Medical and Psychiatric	1992		
Nursery Workers	1991	1994		Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995	
Nurses Aides	1990	1993		Stock Clerks - Sales Floor	1992	1995	
Operating Engineers	1991			Substance Abuse Counselors	1995		
Opticians - Dispensing and Measuring	1995			Survey and Mapping Technicians and Technologists	1992		
Order Clerks - Materials, Merchandise, and Service	1992			Teacher - Elementary School	1996		
Paralegal Personnel	1995			Teachers - Kindergarten	1994		
Patient Insurance Clerks	1992			Teachers - Preschool	1990	1994	
Paving, Surfacing, and Tamping Equipment Operators	1991			Teachers - Special Education	1995		
Pharmacy Technicians	1995			Tellers	1990		
Plumbers, Pipefitters, and Steamfitters	1995			Traffic, Shipping and Receiving Clerks	1993	1996	
Police Patrol Officers	1993			Truck Drivers, Heavy or Tractor Trailer	1990	1996	
Purchasing Managers	1994			Truck Drivers, Light - Includes Delivery and Route Workers	1992		
Receptionists and Information Clerks	1992			Typist/Word Processing Machine Operator	1992		
Registered Nurses	1991	1995		Veterinary Technicians and Technologists	1995		
Salespersons, Parts	1990	1993		Welders and Cutters	1991	1994	1996
Salespersons, Retail - Except Vehicle Sales	1990	1993		Welfare Eligibility Workers and Interviewers	1994		
Secretaries, General	1991	1994		Wine Fermenters	1993		
Sheet Metal Workers	1990	1996					

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TRAINING DIRECTORY UPDATE

TRAINING DIRECTORY

ADDRESS AND TELEPHONE LISTING

MENDOCINO PRIVATE INDUSTRY COUNCIL

CCOIS/VOCATIONAL TRAINING DIRECTORY UPDATE/1995

NAME OF TRAINING PROVIDER	PUBLIC TRANS.	ADDRESS	CITY	ST	ZIP	PHONE (707)
College of the Redwoods - Mendocino	On campus	1211 Del Mar Drive	Fort Bragg	CA	95437	961-1001
Dominican College Programs	None	P.O. Box 816	Ukiah	CA	95482	463-4801
LINK Career Center	100 yards	154 East Gobbi Street	Ukiah	CA	95482	468-5465
Mendocino Lake Community College	On campus	P.O. Box 3000	Ukiah	CA	95482	468-3070
Mendocino County Office of Education/ROP	Varies	2240 Eastside Road	Ukiah	CA	95482	463-4900
Mendocino ROP - Coastal	Nearby	300 - A Dana Street	Fort Bragg	CA	95437	964-9000
Ukiah Adult School	None	1056 North Bush Street	Ukiah	CA	95482	463-5217

TRAINING DIRECTORY SORTED BY PROGRAM

Mendocino Private Industry Council

CCOIS Vocational Training Directory Update/Mendocino/1996

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Accounting Clerk - C:O	LINK Career Center	Basic math/Eng. or test equiv.	12 weeks	3,760.00	JP:CS:VA
Administration of Justice - C,D,OT	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Administrative Assistant- C,D:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Agriculture - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Alcohol & Other Drug Studies - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Automotive Technology - C,D,L,OT	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Business Administration - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Business Office Technology - C	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Business School - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	15.00 to 60.00	SNS
CCC - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
Century 21 Principles - C,L	Century 21 Real Estate Academy	18 years old	4-6 weeks	250.00	
Clerk - General Office - C:O	LINK Career Center	Basic math/Eng. or test equiv.	14.5 weeks	4,560.00	JP:CS:VA
Computer & Information Sciences - D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Computer Operator - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	40.00	
Computers:C, O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	Varies	SNS
Customer Service - C:O	LINK Career Center	Basic math/Eng. or test equiv.	7 weeks	2,160.00	JP:CS:VA
Data Entry Clerk - C:O	LINK Career Center	Basic math/Eng. or test equiv.	8.5 weeks	2,640.00	JP:CS:VA
Dominican Off-Campus Cred.- OT	Dominican College Programs	Bachelors Degree; passage of CBEST	1 year	11,600.00	\$.JP
Drafting - Industrial - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	10.00	
Early Childhood Education - C,D:O	College of the Redwoods, Mendocino Coast	Psychological well-being	4+ years	123.00	\$.CS:VA:SNS
Electronics & Electric Technology - C,D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Electronics - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	30.00	

EXPLANATORY NOTES FOR EACH COLUMN

COLUMN 1:	COLUMN 2:	COLUMN 3:	COLUMN 4:	COLUMN 5:	COLUMN 6:
<p>List of programs offered and what is received upon completion. In some cases the names have been slightly modified to accommodate the order of programs.</p> <p>C - Certificate D - Degree DI - Diploma L - License OT - Other (see Provider)</p> <p>O - Open Entry/Exit</p>	<p>Alphabetical listing of the various training providers. Comparisons between schools is difficult as they often serve different clientele and have different goals.</p>	<p>Lists only the most basic requirements of an individual training provider for entrance into the program. If the reader requires more detailed information they are encouraged to contact the training provider directly.</p>	<p>Lists the approximate length of time to complete the program.</p>	<p>Usually lists the total tuition and not the cost of supplies.</p> <p>CR: Classroom HS: Homestudy</p> <p>Sem: Semester</p>	<p>Financial Aide Assistance Child Care Job Placement Counseling Services Vocational Assessment Special Needs Services</p> <p>\$. CC: JP: CS: VA: SNS:</p>

TRAINING DIRECTORY SORTED BY PROGRAM

Mendocino Private Industry Council

CCOIS Vocational Training Directory Update/Mendocino/1996

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Emergency Medical Technician - C,O	Mendocino County Office of Educat./ROP	16 years old or older	16 weeks	60.00	SNS
Family Relations/Child Development - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Fine Woodworking - C	College of the Redwoods, Mendocino Coast	CT 21 "C" or better or equivalent; evidence of recent	1-2 years	180-2286.00	\$.CS:VA:SNS
Fire Science - C	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
General Business - D:O	College of the Redwoods, Mendocino Coast	None	2 years	123.00	\$.CS:VA:SNS
Graphic Communications - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Hospital Health Occupations - C	Mendocino County Office of Educat./ROP	16 years old or older	12 weeks	40.00	SNS
Inventory/Warehouse Clerk- C:O	LINK Career Center	Basic math/Eng. or test equiv.	11 weeks	3,440.00	JP:CS:VA
Licensed Vocational Nursing - C,L	College of the Redwoods, Mendocino Coast	GED;C or better in Eng. 350, Math 371; HO 110 or	3 semesters	700-1,000.00	\$.CS:VA:SNS
LVN to RN Bridge Program - C,L	College of the Redwoods, Mendocino Coast	LVN license or interim permit; good health	2 semesters	615.00	\$.CS:VA:SNS
Marine Science Technology - C,D:O	College of the Redwoods, Mendocino Coast	Reasonable physical health	2 years	840.00	\$.CS:VA:SNS
Medical Assistant (Front Office)- C:O	LINK Career Center	Basic math/Eng. or test equiv.	12.5 weeks	4,140.00	JP:CS:VA
Medical Office Business Skills - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Natural History - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Office Occupations - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	20.00	
Video Productions - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	50.00	SNS
Vocational Nursing Program - DI,L	Ukiah Adult School	18yrs old; GED or H.S. Diploma	54 weeks	1,000.00	CS
Welding - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	30.00	SNS

EXPLANATORY NOTES FOR EACH COLUMN

COLUMN 1:	COLUMN 2:	COLUMN 3:	COLUMN 4:	COLUMN 5:	COLUMN 6:
<p>List of programs offered and what is received upon completion. In some cases the names have been slightly modified to accommodate the order of programs.</p> <p>C - Certificate D - Degree DI - Diploma L - License OT - Other (see Provider) O - Open Entry/Exit</p>	<p>Alphabetical listing of the various training providers. Comparisons between schools is difficult as they often serve different clientele and have different goals.</p>	<p>Lists only the most basic requirements of an individual training provider for entrance into the program. If the reader requires more detailed information they are encouraged to contact the training provider directly.</p>	<p>Lists the approximate length of time to complete the program.</p>	<p>Usually lists the total tuition and not the cost of supplies.</p> <p>CR: Classroom HS: Homestudy Sem: Semester</p>	<p>\$: Financial Aide Assistance CC: Child Care JP: Job Placement CS: Counseling Services VA: Vocational Assessment SNS: Special Needs Services</p>

TRAINING DIRECTORY

SORTED BY TRAINING PROVIDER

Mendocino Private Industry Council

CCOIS Vocational Training Directory Update/Mendocino/1996

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Century 21 Principles - C,L	Century 21 Real Estate Academy	18 years old	4-6 weeks	250.00	
Early Childhood Education - C,D:O	College of the Redwoods, Mendocino Coast	Psychological well-being	4+ years	123.00	\$.CS:VA:SNS
Fine Woodworking - C	College of the Redwoods, Mendocino Coast	CT 21 "C" or better or equivalent; evidence of recent	1-2 years	180-2286.00	\$.CS:VA:SNS
General Business - D:O	College of the Redwoods, Mendocino Coast	None	2 years	123.00	\$.CS:VA:SNS
Administrative Assistant- C,D:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Graphic Communications - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Licensed Vocational Nursing - C,L	College of the Redwoods, Mendocino Coast	GED;C or better in Eng. 350, Math 371; HO 110 or	3 semesters	700-1,000.00	\$.CS:VA:SNS
LVN to RN Bridge Program - C,L	College of the Redwoods, Mendocino Coast	LVN license or interim permit; good health	2 semesters	615.00	\$.CS:VA:SNS
Marine Science Technology - C,D:O	College of the Redwoods, Mendocino Coast	Reasonable physical health	2 years	840.00	\$.CS:VA:SNS
Medical Office Business Skills - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Natural History - C:O	College of the Redwoods, Mendocino Coast	None	1-2 years	123.00	\$.CS:VA:SNS
Dominican Off-Campus Cred.- OT	Dominican College Programs	Bachelors Degree; passage of CBEST	1 year	11,600.00	\$.JP
Accounting Clerk - C:O	LINK Career Center	Basic math/Eng. or test equiv.	12 weeks	3,760.00	JP:CS:VA
Clerk - General Office - C:O	LINK Career Center	Basic math/Eng. or test equiv.	14.5 weeks	4,560.00	JP:CS:VA
Data Entry Clerk - C:O	LINK Career Center	Basic math/Eng. or test equiv.	8.5 weeks	2,640.00	JP:CS:VA
Customer Service - C:O	LINK Career Center	Basic math/Eng. or test equiv.	7 weeks	2,160.00	JP:CS:VA
Inventory/Warehouse Clerk- C:O	LINK Career Center	Basic math/Eng. or test equiv.	11 weeks	3,440.00	JP:CS:VA
Medical Assistant (Front Office)- C:O	LINK Career Center	Basic math/Eng. or test equiv.	12.5 weeks	4,140.00	JP:CS:VA
Business School - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	15.00 to 60.00	SNS
CCC - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS

EXPLANATORY NOTES FOR EACH COLUMN

COLUMN 1:	COLUMN 2:	COLUMN 3:	COLUMN 4:	COLUMN 5:	COLUMN 6:
<p>List of programs offered and what is received upon completion. In some cases the names have been slightly modified to accommodate the order of programs.</p> <p>C - Certificate D - Degree DI - Diploma L - License OT - Other (see Provider)</p> <p>O - Open Entry/Exit</p>	<p>Alphabetical listing of the various training providers. Comparisons between schools is difficult as they often serve different clientele and have different goals.</p>	<p>Lists only the most basic requirements of an individual training provider for entrance into the program. If the reader requires more detailed information they are encouraged to contact the training provider directly.</p>	<p>Lists the approximate length of time to complete the program.</p>	<p>Usually lists the total tuition and not the cost of supplies.</p> <p>CR: Classroom HS: Homestudy</p> <p>Sem: Semester</p>	<p>Financial Aide Assistance Child Care Job Placement Counseling Services Vocational Assessment Special Needs Services</p> <p>\$. CC: JP: CS: VA: SNS:</p>

TRAINING DIRECTORY

SORTED BY TRAINING PROVIDER

Mendocino Private Industry Council

CCOIS Vocational Training Directory Update/Mendocino/1996

1. PROGRAM	2. TRAINING PROVIDER	3. BASIC REQUIREMENTS	4. LENGTH	5. COST	6. SERVICES
Computers:C, O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	Varies	SNS
Emergency Medical Technician - C,O	Mendocino County Office of Educat./ROP	16 years old or older	16 weeks	60.00	SNS
Fire Science - C	Mendocino County Office of Educat./ROP	16 years old or older	Varies	INA	SNS
Hospital Health Occupations - C	Mendocino County Office of Educat./ROP	16 years old or older	12 weeks	40.00	SNS
Video Productions - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	50.00	SNS
Welding - C:O	Mendocino County Office of Educat./ROP	16 years old or older	Varies	30.00	SNS
Administration of Justice - C,D,OT	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Agriculture - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Alcohol & Other Drug Studies - C,D	Mendocino-Lake Community College	Open; possible assessment	1-2 years	13.00 per unit	All
Automotive Technology - C,D,L,OT	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Business Administration - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Computer & Information Sciences - D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Electronics & Electric Technology - C,D	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Family Relations/Child Development - C,D,L	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Business Office Technology - C	Mendocino-Lake Community College	Open; possible assessment required	1-2 years	13.00 per unit	All
Electronics - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	30.00	
Computer Operator - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	40.00	
Drafting - Industrial - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	10.00	
Office Occupations - C:O	Mendocino ROP - Coastal	None	6 mon - 1 year	20.00	
Vocational Nursing Program - DI,L	Ukiah Adult School	18yrs old; GED or H.S. Diploma	54 weeks	1,000.00	CS

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